

TRICARE Reserve Select Web Application User Manual for Reserve Component Members

Abstract This guide describes to Reserve Component (RC) members how to use the TRICARE Reserve Select (TRS) Web Application, which allows RC members and TRS Verifying Officers to perform functions related to RC members' Agreement to Serve in the Selected Reserve for TRS.

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1.0 Overview of the TRICARE Reserve Select Web Application

The TRICARE Reserve Select (TRS) Web Application allows Reserve Component (RC) members and TRS Verifying Officers to perform functions related to RC members' "Agreement to Serve in the Selected Reserve for TRICARE Reserve Select," which extends access to the premium-based TRICARE health plan benefits to eligible RC members. For details about the TRS Program, see links to the TRICARE web site in Section 7.0, "Resources" on page 21.

1.1 Eligibility Requirements

Eligibility requirements are provided on the back page of DD Form 2895; they are summarized as follows:

- RC member was ordered or called to active duty for a period greater than 30 days on or after 9/11/2001 in support of a contingency operation.
- Served 90 continuous days or more (less with LOD).
- Period of Coverage – Each 90 continuous day establishes eligibility for one year of TRS.
- If separated on or before April 26, 2005 the member and the RC must execute the DD Form 2895, "Agreement to Serve in the Selected Reserve for TRICARE Reserve Select" for the number of whole years for which he or she is eligible for TRS coverage and that he or she wishes to participate in TRS. This can not be later than October 28, 2005.
- If separating after April 26, 2005 –
 - The member, on or before the date of release from active duty, must enter into an agreement to serve continuously in the Selected Reserve for a period of one or more whole years for which the member may elect TRS coverage.
 - And the member and the RC must execute (sign) the DD Form 2895, "Agreement to Serve in the Selected Reserve for TRICARE Reserve Select" for the number of whole years for which he or she is eligible for TRS coverage and that he or she wishes to participate in TRS. This is not to be later than 120 days after release from qualifying active duty service.
- RC member must be in a Selected Reserve status on the first day of coverage for TRS.

1.2 Overview of the TRS Program Process

The following is an overview of the TRS Program process. For details, see the referenced sections.

1. Enter a Service Agreement

The **RC member** logs on to the TRICARE Reserve Select Web Application (see 2.1, "Logging On" on page 4) to enter his or her "Agreement to Serve in the Selected Reserve for TRICARE Reserve Select." before leaving active duty after April 26, 2005. (See 4.2, "Entering a Service Agreement" on page 12.)

- a. The **RC member** selects a period of service in support of a contingency operation that qualifies him or her for the TRS Program or selects a period of service in support of a contingency that qualifies for TRS due to medical exemption*. Only the longest period for a contingency will be displayed.
- b. If DEERS does not contain the correct contingency information to be used for the desired qualified period, the RC member should enter the agreement, including the number of whole years he or she agrees to serve in the Selected Reserve for TRS coverage, and then contact his or her Reserve Component Point of Contact for Eligibility to resolve the period of service. (See 7.2, "Reserve Component Points of Contact" on page 21.)
- c. The **RC member** may enter an "Agreement to Serve in the Selected Reserve for the TRICARE Reserve Select" for up to the total number of whole years eligible for TRS. (RC members are eligible to participate for one year in the TRS Program for every 90 consecutive days of active duty in support of a contingency operation*.) (For more information about qualified periods, see 3.2, "Qualified Periods" on page 8.)
- d. The RC members enter declination if they do not wish to participate in the TRICARE Reserve Select Program.

* If member served less than 90 continuous active duty days because of an injury, illness, or disease incurred or aggravated while deployed. This period of time establishes one year of eligibility for TRS.

2. Execute the Service Agreement

- a. The **RC member** accesses the TRICARE Reserve Select Web Application to print a DD Form 2895, "Agreement to Serve in the Selected Reserve for TRICARE Reserve Select" (see 5.1, "Viewing and Printing a Service Agreement Form" on page 16) for the selected qualified period. This form is a bilateral agreement and **must be signed by the RC member and the RC designee** before the end of active duty, or if this is not feasible, then not later than 120 days after the end of active duty. In most cases, the Service/RC designee is the unit administrator.

For periods of service that ended on or before April 26, 2005 ("historical" periods), the RC member and the Reserve component must execute (sign) the Service Agreement on or before October 28, 2005.

- b. The **TRS Verifying Officer** accesses the TRICARE Reserve Select Web Application to enter the executed (signed) Service Agreement information into DEERS. This information includes the number of whole years the RC member will serve in the Selected Reserve for TRS and the TRS Begin Date (Coverage), which is the effective date of TRS on the DD Form 2895.

3. Purchase TRICARE Reserve Select

The **RC member** must access the TRICARE Reserve Select Web Application to print a TRS Enrollment Form (see 5.3, "Viewing and Printing a TRS Enrollment Form" on page 17). The RC member can print the TRS Enrollment Form any time after he or she enters the Service Agreement (in Step 1) and up to 120 days after the end of active duty. Former members must wait until their Reserve component sends their Selected Reserve status to DEERS.

RC members who separated from qualifying active duty after April 26, 2005 must send the completed form and the first premium payment to the TRICARE Regional Contractor listed on the form no later than 30 days before their TRS coverage is to start. For those who separated from qualifying active duty on or before April 26, 2005, this date may not be later than October 28, 2005.

The RC member must be in a Selected Reserve status at the start of TRS coverage.

1.3 Summary of Application Functions by Role

An **RC member** uses the TRICARE Reserve Select Web Application to perform the following functions (see Section 4.0, “Performing Functions on Service Agreements” on page 11 and Section 5.0, “Viewing and Printing Forms” on page 16 for details):

- Decline participation in the TRS Program
- Enter, update, and view his or her Service Agreement information
- View and print his or her Service Agreement Form
- View and print his or her TRS Enrollment Form

A **TRS Verifying Officer** uses the TRICARE Reserve Select Web Application to perform the following functions (which are described in the *TRICARE Reserve Select Web Application User Manual for Verifying Officers*):

As a proxy for an RC member:

- Decline participation in the TRS Program on behalf of an RC member
- Enter, update, and view Service Agreement information on behalf of an RC member
- View and print a Service Agreement Form for an RC member
- View and print a TRS Enrollment Form for the RC member's TRS program
- Print blank Service Agreement Forms for general use

As an RC Official:

- Record the approval or declination for an RC member's signed Service Agreement for TRS

Note: A TRS Verifying Officer may have proxy permission, RC Official permission, or both.

1.4 Safeguarding the Confidentiality of Information

Only users authorized by the Defense Manpower Data Center (DMDC) may access the TRICARE Reserve Select Web Application. Furthermore, only authorized users may view information or be informed in any way of information available in the TRICARE Reserve Select Web Application. Every authorized user must safeguard the confidentiality of such information at all times to comply with the Privacy Act of 1974. Before leaving your workstation unattended, be sure to log off the application. You can also lock your workstation for added security. See your system administrator for instructions.

2.0 Accessing the Application

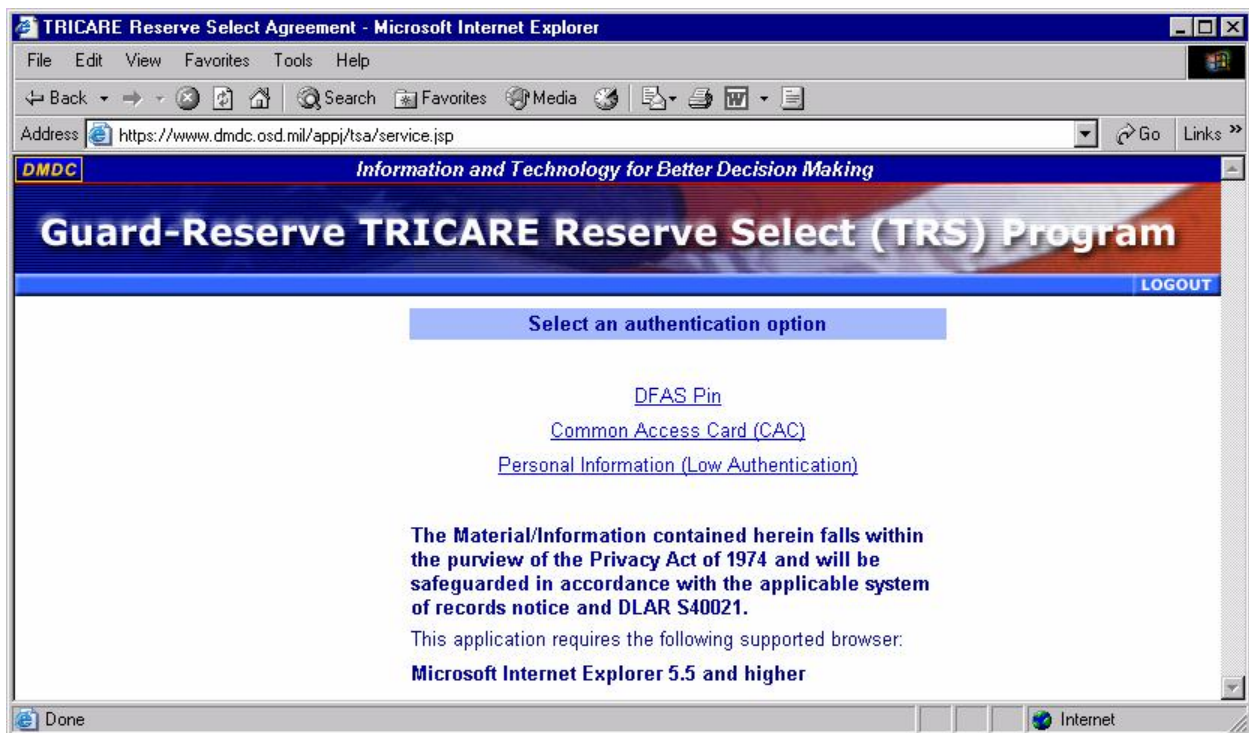
2.1 Logging On

Log on using RC Member mode if you are an RC member. This mode allows you to access your Service Agreement information.

1. Access the TRICARE Reserve Select Web Application via the Guard and Reserve Web Portal by typing the following address, or Universal Resource Locator (URL), in your Web browser and pressing <Enter>:

<https://www.dmdc.osd.mil/Guard-ReservePortal>

2. In the left margin of the Guard and Reserve Web Portal home page, click the TRICARE Reserve Select logo. A new window opens, displaying the Entry page for the TRICARE Reserve Select Web Application.
3. On the Entry page, read the security warnings, and then click RC Member. The Authentication Option page displays.

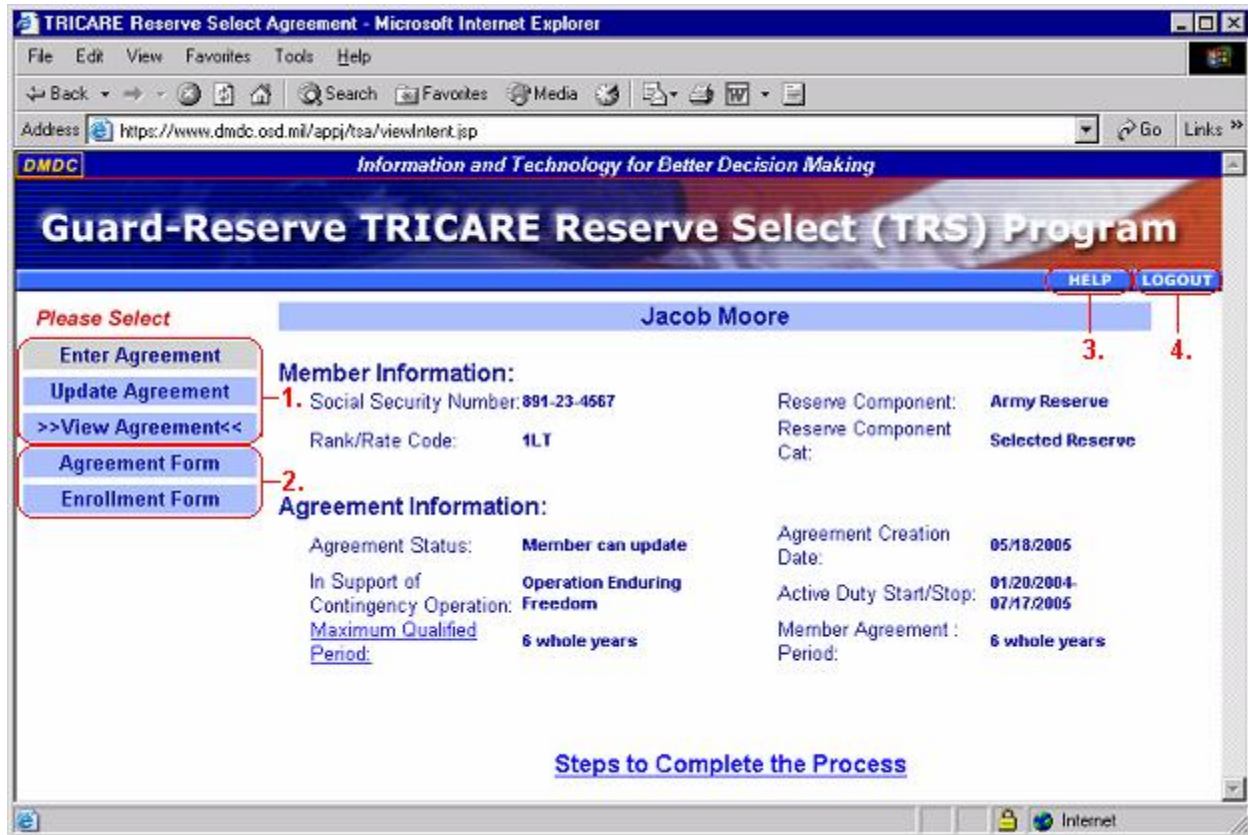


4. Select a method to log on:
 - Log on using your DFAS PIN
 - a. Click DFAS Pin. The DFAS PIN Logon page displays.
 - b. On the DFAS PIN Logon page, type your Social Security Number (SSN), DFAS PIN, Last Name, and Date of Birth (YYYYMMDD) in their respective fields. (To clear the fields and start again, click Reset.)

- c. Click Logon. (If the information you entered does not match the records stored in the authentication database, a message describes the error. Re-type your information, and click Logon again. If you receive another error, click one of the DFAS links on the DFAS PIN Logon page for assistance. The links direct you to mypay.dfas.mil/.)
 - Log on using your Common Access Card (CAC)
 - a. Insert your Common Access Card into the workstation's card reader.
 - b. On the Authentication Option page, click Common Access Card (CAC).
 - c. Follow your web browser's instructions to select and verify your certificate. If prompted, enter your Personal Identification Number (PIN) for your Common Access Card.
 - Log on using your Personal Information
 - a. Click Personal Information (Low Authentication). The Personal Information Logon page displays.
 - b. On the Personal Information Logon page, type your Social Security Number (SSN), Last Name, and Date of Birth (YYYYMMDD) in their respective fields. (To clear the fields and start again, click Reset.)
 - c. Click Logon. (If the information you entered does not match the records stored in the authentication database, a message describes the error. Re-type your information, and click Logon again. If you receive another error, click the link for reporting authentication problems to the Person Information Support Team and follow the instructions on the new page that opens.)
- Note:** Former members must contact their Reserve component for assistance until a military record is established on DEERS. (See 7.2, "Reserve Component Points of Contact" on page 21.)
5. On the Welcome page, the Member Information section shows your personnel information. You can:
- Click the appropriate links to view the "TRS Fact Sheet," "Eligibility Rules," and "RC POCs" on the TRICARE web site
 - Click a link on the top or left menu bar to access the Web site's functions (See 2.2, "Accessing Application Functions" on page 6.)

2.2 Accessing Application Functions

After you log on to the TRICARE Reserve Select Web Application, there are links on each page that provide access to the Web site's functions.



1. Service Agreement Functions:

- Enter Agreement—Click to enter a new Service Agreement for yourself or to decline participation in the TRS Program. (See 4.2, “Entering a Service Agreement” on page 12 and 4.1, “Declining Participation in the TRS Program” on page 11.)
- Update Agreement—Click to update your Service Agreement. (See 4.3, “Updating a Service Agreement” on page 13.)
- View Agreement—Click to view your Service Agreement. (See 4.4, “Viewing a Service Agreement” on page 15.)

2. TRS Form Functions:

- Agreement Form/Decline Form—If you have entered a Service Agreement, this selection displays “Agreement Form.” Click the selection to view and print a Service Agreement Form for your currently displayed Service Agreement. (See 5.1, “Viewing and Printing a Service Agreement Form” on page 16.) **Contact your RC TRS POC to have the Service Agreement signed. Both you and the RC TRS POC must sign the Service Agreement. The Reserve Component signs and keeps the Service Agreement Form.**

If you have declined participation in the TRS Program, this selection displays “Decline Form.” Click the selection to print a Decline Form. (See 5.2, “Viewing and Printing a TRS Decline Form” on page 17.)

- Enrollment Form—Click to view and print a TRS Enrollment Form for your currently displayed Service Agreement. (See 5.3, “Viewing and Printing a TRS Enrollment Form” on page 17.) **You must send your Enrollment Form and premium to the TRICARE Regional Contractor.**
3. Help—Click to access the TRICARE Reserve Select Web Application help topics. (See 6.1, “Accessing Online Help” on page 19.)
 4. Logout—Click to log off the TRICARE Reserve Select Web Application. (See 6.3, “Logging Off” on page 20.)

3.0 Common Page Sections

The following information sections display on multiple pages in the TRICARE Reserve Select Web Application. They are described below and referenced in subsequent sections.

3.1 Member Information

Each of the Service Agreement function pages display your personnel information in the Member Information section, which consists of the following fields:

Field	Description
Name	Your name displays in the light blue bar at the top of the page.
Social Security Number	Your Social Security Number.
Reserve Component	The Reserve Component with which you are affiliated.
Rank/Rate Code	Your Rank/Rate Code.
Reserve Component Cat	The Reserve Component category with which you are affiliated.

3.2 Qualified Periods

Several of the Service Agreement functions display your “qualified periods.” For qualified periods ending on or before April 26, 2005, only the lengthiest period displays. The TRICARE Reserve Select Web Application displays a maximum of two qualified periods.

Note: If the information displayed about your qualified periods is incorrect, work with your Reserve Component representative to get the data corrected in DEERS. (See 7.2, “Reserve Component Points of Contact” on page 21.)

Qualified periods consist of the following fields:

Field	Description
Maximum Qualified Period	Represents the number of whole years you are eligible to participate in the TRS program. You are eligible to participate for one whole year in the TRS program for every 90 consecutive days of active duty in support of a contingency operation. If you served less than 90 continuous active duty days due to a service documented injury, illness, or disease incurred or aggravated while deployed in the line of duty, the Maximum Qualified Period displays “0,” and you are eligible to participate in the TRS Program for one whole year.
Active Duty Start/Stop	Identifies the starting date and stopping date of your active duty period in support of a contingency operation. An active duty period that ended on or before April 26, 2005 is a “historical” period.
In Support of Contingency Operation	Displays the qualifying contingency operation on which the period of eligibility is based. Contingency Operation is defined in section 101(a)(13)(B) of title 10, United States Code.
TRS Begin Date (Coverage)	Indicates when your TRS coverage will start; it is the effective date of your TRS coverage. <ul style="list-style-type: none"> For an active duty period in support of a contingency that will end <u>after April 26, 2005</u> (a permanent group), the TRS Begin Date (Coverage) is the day after the end of your 180-day Transitional Assistance Management Program (TAMP) for the selected period. For an active duty period in support of a contingency that ended <u>on or before April 26, 2005</u> (a historical period), the TRS Begin Date (Coverage) is the day after the end of your TAMP for the selected period, the date your Commanding Officer signed the Agreement Form, or April 26, 2005, which ever is later. The date cannot be after October 28, 2005.

Deadline Dates	<p>Indicates important dates for action on your Service Agreement.</p> <p>For a period that ended <u>on or before April 26, 2005</u> (a historical group):</p> <ul style="list-style-type: none"> You and your RC representative must sign the agreement to serve in the Selected Reserve for TRS on or before October 28, 2005. <p>For a period that will end <u>after April 26, 2005</u>:</p> <ul style="list-style-type: none"> You must enter your agreement to serve in the Selected Reserve for TRS before leaving active duty. You and your RC representative should execute the Service Agreement (DD Form 2895) not later than 120 days after release from the qualifying active duty.
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3.3 Agreement Information

When you (or a TRS Verifying Officer acting on your behalf) enter a Service Agreement, the details of that agreement display in the Agreement Information section of the View Agreement page and the Execute Agreement page. The details of the Service Agreement are:

Field	Description
Agreement Status	<p>This field allows you to monitor the status of your Service Agreement:</p> <ul style="list-style-type: none"> Member Declined – You declined participation in the TRS program. Member can update – You (or a TRS Verifying Officer acting on your behalf) can update the Service Agreement. Service Executed for X whole years – The Service has approved your agreement to serve in the Selected Reserve for TRS for the displayed number of whole years. Enrolled – You are enrolled in the TRS benefit. Disenrolled – You have been disenrolled from the TRS benefit. Superseded by Active Duty benefit – Your TRS coverage has been superseded by benefits provided as a result of your active duty service. Service Declined – The Service has declined your agreement to serve in the Selected Reserve for TRS.
Agreement Creation Date	The date you (or a TRS Verifying Officer acting on your behalf) entered the Service Agreement in the TRICARE Reserve Select Web Application.

In Support of Contingency Operation	Displays the qualifying contingency operation on which the period of eligibility is based. Contingency Operation is defined in section 101(a)(13)(B) of title 10, United States Code.
Active Duty Start/Stop	Identifies the starting date and stopping date of your active duty period in support of a contingency operation. An active duty period that ended on or before April 26, 2005 is a "historical" period.
Maximum Qualified Period	<p>Represents the number of whole years you are eligible to participate in the TRS program. You are eligible to participate for one whole year in the TRS program for every 90 consecutive days of active duty in support of a contingency operation.</p> <p>If you served less than 90 continuous active duty days due to a service documented injury, illness, or disease incurred or aggravated while deployed in the line of duty, the Maximum Qualified Period displays "0," and you are eligible to participate in the TRS Program for one whole year.</p>
Member Agreement Period	Displays the number of whole years you committed to serve in the Selected Reserve for participation in the TRS program.
Service Adjusted Member Agreement Period	For an executed Service Agreement, if a TRS Verifying Officer has modified the number of years you elect to participate and are eligible for the TRS program, this field indicates that change.
Service Determined TRS Begin Date (Coverage)	<p>The TRS Begin Date (Coverage) is automatically determined. For some TRS agreements, a TRS Verifying Officer can override the TRS Begin Date (Coverage) by specifying a Service Determined TRS Begin Date (Coverage).</p> <ul style="list-style-type: none"> • If you selected a permanent period (one that will end after April 26, 2005), the TRS Begin Date (Coverage) is the day after the end of your 180-day Transitional Assistance Management Program (TAMP) for the selected qualified period. • If the RC member selected a "historical" period (one that ended on or before April 26, 2005), the TRS Begin Date (Coverage) is the day after the end of the RC member's TAMP for the selected qualified period, the Date Commanding Officer Signed Agreement Form, or April 26, 2005, which ever is later. The date cannot be after October 28, 2005. <p>For an executed Service Agreement, if a TRS Verifying Officer has modified the date TRS coverage begins or if the Service Agreement is based on a historical period, this field indicates the date your TRS coverage begins.</p>

4.0 Performing Functions on Service Agreements

The TRICARE Reserve Select Web Application provides the means for you as an RC member to perform functions related to your agreement to participate in the Selected Reserve for TRICARE Reserve Select. You can:

- Decline participation in the TRS Program (See 4.1, “Declining Participation in the TRS Program” below.)
- Enter a Service Agreement (See 4.2, “Entering a Service Agreement” on page 12.)
- Update a Service Agreement (See 4.3, “Updating a Service Agreement” on page 13.)
- View an existing Service Agreement (See 4.4, “Viewing a Service Agreement” on page 15.)
- View and print a Service Agreement Form (See 5.1, “Viewing and Printing a Service Agreement Form” on page 16.)
- View and print a TRS Enrollment Form (See 5.3, “Viewing and Printing a TRS Enrollment Form” on page 17.)

When you have entered your agreement in the TRICARE Reserve Select Web Application, printed, completed, and signed Service Agreement DD Form 2895, and your Reserve Component authority has also signed the Service Agreement form, a TRS Verifying Officer can:

- Execute (record the approval or declination for) your Service Agreement for TRS (See 4.5, “Executing a Service Agreement” on page 16.)

4.1 Declining Participation in the TRS Program

To decline participation in the TRS program:

1. Click Enter Agreement or Update Agreement in the left margin. (If both selections appear gray, you cannot decline participation in the TRS Program.)

On the page that displays, the Member Information section (see 3.1, “Member Information” on page 7) shows your personnel information. The top of the Enter Agreement section displays your previous (historical) and/or current qualified periods of service in a contingency. (See 3.2, “Qualified Periods” on page 8.)

2. If more than one is displayed, select a qualified period by clicking the corresponding option button.
3. At the bottom of the Enter Agreement section, select the “No” option, indicating your decision to decline participation in the TRS Program.

Note: To clear the fields and start again, click Reset.

4. Click Submit.

The View Agreement page displays, showing the declined agreement. (See 4.4, “Viewing a Service Agreement” on page 15.)

4.2 Entering a Service Agreement

To enter a new Service agreement:

1. Click Enter Agreement in the left margin. (If the Enter Agreement selection appears gray, the option is unavailable because you have a Service Agreement that has not been executed or because you do not qualify for the TRS Program. The Enter a Service Agreement page displays.

TRICARE Reserve Select Agreement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.dmdc.osd.mil/appi/tsa/addintent.jsp> Go Links

DMDC Information and Technology for Better Decision Making

Guard-Reserve TRICARE Reserve Select (TRS) Program

HELP LOGOUT

Please Select

- >>Enter Agreement<<
- Update Agreement
- View Agreement
- Agreement Form
- Enrollment Form

Member Information:

Jacob Moore

Social Security Number: 891-23-4567 Reserve Component: Army Reserve
Rank/Rate Code: 1LT Reserve Component Cat: Selected Reserve

Enter Agreement [What does this mean?](#) [Questions regarding your qualified period?](#)

Select a Qualified Period:

Maximum Qualified Period	Active Duty Start/Stop	In Support of Contingency Operation	TRS Begin Date (Coverage)	Deadline Dates
<input checked="" type="radio"/> 6 whole years	01/20/2004-07/17/2005	Operation Enduring Freedom	01/14/2006	Initiate by End of Active Duty Contingency and Finalize by End of TAMP
<input type="radio"/> 2 whole years	05/03/2003-10/31/2003	Operation Noble Eagle	DoD Policy Determined	Finalize by 10/28/2005

My decision in regards to the TRICARE Select Program:

☒ Yes, I am entering into an agreement to serve continuously in the select reserve for which I elect to purchase whole years of the TRICARE Reserve Select coverage.

☐ No, I decline the TRICARE Reserve Select program

Submit Reset

The Member Information section shows your personnel information (see 3.1, “Member Information” on page 7). The top of the Enter Agreement section displays your previous (historical) and/or current qualified periods of service in a contingency. (See 3.2, “Qualified Periods” on page 8.)

2. If more than one is displayed, select a qualified period by clicking the corresponding option button.
3. At the bottom of the Enter Agreement section, indicate your decision:

- Select the “Yes” option to indicate that you agree to serve in the Selected Reserve for TRS. In the associated text box, type the number of whole years you commit to serve in the Selected Reserve for TRS. This number cannot be greater than the number of years displayed in the selected qualified period.
- Select the “No” option to indicate that you decline participation in the program.

Note: To clear the fields and start again, click Reset.

4. Click Submit.

The View Agreement page displays, showing the entered agreement. (See 4.4, “Viewing a Service Agreement” on page 15.)

4.3 Updating a Service Agreement

Note: You can update your Service Agreement for TRS only until you leave active duty and only if a TRS Verifying Officer has not yet executed (recorded the Reserve Component's decision for) the Service Agreement in the TRICARE Reserve Select Web Application.

To update your Service Agreement:

1. Click Update Agreement in the left margin. (If the Update Agreement selection appears gray, the option is unavailable, and you cannot update the Service Agreement.) The Update Service Agreement page displays.

TRICARE Reserve Select Agreement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.dmdc.osd.mil/appi/tsa/editUpdateIntent.do> Go Links

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Guard-Reserve TRICARE Reserve Select (TRS) Program

HELP LOGOUT

Please Select

- Enter Agreement
- >>Update Agreement<<
- View Agreement
- Agreement Form
- Enrollment Form

Note

You must complete the following before proceeding:

- Please review and submit with updates

Jacob Moore

Member Information:

Social Security Number: **891-23-4567** Reserve Component: **Army Reserve**
 Rank/Rate Code: **1LT** Reserve Component Cat: **Selected Reserve**

Update Agreement [What does this mean?](#) [Questions regarding your qualified period?](#)

Maximum Qualified Period	Active Duty Start/Stop	In Support of Contingency Operation	TRS Begin Date (Coverage)	Deadline Dates
<input checked="" type="radio"/> 6 whole years	01/20/2004-07/17/2005	Operation Enduring Freedom	01/14/2006	Initiate by End of Active Duty Contingency and Finalize by End of TAMP
<input type="radio"/> 2 whole years	05/03/2003-10/31/2003	Operation Noble Eagle DoD Policy Determined		Finalize by 10/28/2005

My decision in regards to the TRICARE Select Program:

☒ Yes, I am entering into an agreement to serve continuously in the select reserve for which I elect to purchase whole years of the TRICARE Reserve Select coverage.

☐ No, I decline the TRICARE Reserve Select program

Submit Reset

The Member Information section displays your personnel information (see 3.1, “Member Information” on page 7). The top of the Update Agreement section displays your previous (historical) and/or current qualified periods of service in a contingency. (See 3.2, “Qualified Periods” on page 8.)

- If more than one is displayed, you can select a different qualified period by clicking the corresponding option button.
- At the bottom of the Update Agreement section, you can change your decision:
 - Select the “Yes” option to indicate that you agree to serve in the Selected Reserve for TRS. In the associated text box, type the number of whole years you commit to serve in the Selected Reserve for TRS. This number cannot be greater than the number of years displayed in the selected qualified period.
 - Select the “No” option to indicate that you decline participation in the program.

Note: To “undo” any changes you made on the page, click Reset.

4. Click Submit.

The View Agreement page displays, showing the changes to the agreement. (See 4.4, “Viewing a Service Agreement” below.)

4.4 Viewing a Service Agreement

Use the View Agreement function to display the details of your Service Agreement. You can monitor the status of the Service Agreement so you know when a TRS Verifying Officer has recorded the Reserve Component's decision for your Service Agreement in the TRICARE Reserve Select Web Application and when you have been enrolled in the TRS Program.

To view your Service Agreement:

- Click View Agreement in the left margin. (If the View Agreement selection appears gray, the option is unavailable because you do not have a Service Agreement to view.) The View Service Agreement page displays.

TRICARE Reserve Select Agreement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media W

Address <https://webqamod2.int.dmdc.osd.mil/appj/tsa/viewIntent.jsp> Go Links >>

DMDC Information and Technology for Better Decision Making

Guard-Reserve TRICARE Reserve Select (TRS) Program

HELP LOGOUT

Please Select

- Enter Agreement
- Update Agreement
- >>View Agreement<<
- Agreement Form
- Enrollment Form

Member Information:

Jacob Moore

Social Security Number: 891-23-4567 Reserve Component: Army Reserve

Rank/Rate Code: 1LT Reserve Component Cat: Selected Reserve

Agreement Information:

Agreement Status: Member can update Agreement Creation Date: 05/18/2005

In Support of Contingency Operation Enduring Freedom Active Duty Start/Stop: 01/20/2004-07/17/2005

Operation: Maximum Qualified Member Agreement Period: 6 whole years

Period: 6 whole years

[Steps to Complete the Process](#)

The Member Information section displays your personnel information (see 3.1, “Member Information” on page 7) and the Agreement Information section displays the details of the Service Agreement, including the status of the agreement. (See 3.3, “Agreement Information” on page 9.)

4.5 Executing a Service Agreement

The DD Form 2895, “Agreement to Serve in the Selected Reserve for TRICARE Reserve Select” is a bilateral agreement and **must be signed by the RC member and the Reserve component designee** before the end of active duty; or if this is not feasible, then not later than 120 days after the end of active duty. Most times the Service/RC designee will be the unit administrator.

For periods of service that ended on or before April 26, 2005 (“historical” periods), the RC member and the Reserve component must execute (sign) the Service Agreement on or before October 28, 2005.

Only a TRS Verifying Officer can record the approval or declination of your Service Agreement. The TRS Verifying Officer will record that your DD Form 2895, “Agreement to Serve in the Selected Reserve for TRICARE Reserve Select” has been:

- Accepted – The TRS Verifying Officer will specify the number of whole years you are accepted to serve in the Selected Reserve for the TRS program. This number will not be greater than the Member Agreement Period you specified (or the Service Adjusted Member Agreement Period, if one is specified).
- Declined – The Reserve Component has declined your Service Agreement to serve in the Selected Reserve for TRS.

5.0 Viewing and Printing Forms

5.1 Viewing and Printing a Service Agreement Form

Note: You can view and print a DD Form 2895, “Agreement to Serve in the Selected Reserve for TRICARE Reserve Select” for your Service Agreement only if a TRS Verifying Officer has not yet executed (recorded the Reserve Component’s decision for) the Service Agreement in the TRICARE Reserve Select Web Application or you have not declined the Service Agreement.

To print your Service Agreement Form:

1. Click View Agreement in the left margin. The View Service Agreement page displays.

The Member Information section shows your personnel information (see 3.1, “Member Information” on page 7) and the Agreement Information section displays the details of the Service Agreement. (See 3.3 “Agreement Information” on page 9.). If the Agreement Status is “Member can update,” you can print a Service Agreement Form for the TRS program.

2. Click Agreement Form in the left margin. (If the Agreement Form selection appears gray, the option is unavailable, and you cannot print the Service Agreement Form.)

A new window opens, displaying the Service Agreement Form in PDF format. The form contains the appropriate information about you and the corresponding Service Agreement.

3. On the new window, click the printer button on the PDF toolbar to print the Service Agreement Form.

4. Close the form window to return to the TRICARE Reserve Select Web Application.
5. You and your Reserve Component should complete and sign the form. See RC POCs for the correct Reserve Component representative. You may also see 7.2, "Reserve Component Points of Contact" on page 21 for instructions to access the current Reserve Component Point of Contact list where you can locate your Reserve Component representative.

5.2 Viewing and Printing a TRS Decline Form

Note: You can view and print a TRS Decline Form only if you have declined participation in the TRS program. (See 4.1, "Declining Participation in the TRS Program" on page 11.)

To print a TRS Decline Form:

1. Click View Agreement in the left margin. The View Service Agreement page displays.
The Member Information section shows your personnel information (see 3.1, "Member Information" on page 7) and the Agreement Information section displays the details of the Service Agreement. (See 3.3 "Agreement Information" on page 9.). If the Agreement Status is "Member Declined," you can print a TRS Decline Form.
2. Click Decline Form in the left margin. (If the Decline Form selection is not present or appears gray, the option is unavailable, and you cannot print the Decline Form.)
A new window opens, displaying the Decline Form in PDF format. The form contains your name and Social Security Number.
3. On the new window, click the printer button on the PDF toolbar to print the Decline Form.
4. Close the form window to return to the TRICARE Reserve Select Web Application.
5. Sign and date the printed form.

5.3 Viewing and Printing a TRS Enrollment Form

Note: You can view and print a TRS Enrollment Form any time after you enter your Service Agreement and up to 180 days after a TRS Verifying Officer has executed (recorded the Reserve Component's decision for) the Service Agreement in the TRICARE Reserve Select Web Application.

To print a TRS Enrollment Form:

1. Click View Agreement in the left margin. The View Service Agreement page displays, allowing you to verify your Member Information (see 3.1, "Member Information" on page 7) and your Service Agreement Information (see 3.3, "Agreement Information" on page 9).
2. Click Enrollment Form in the left margin. (If the Enrollment Form selection appears gray, the option is unavailable, and you cannot print the TRS Enrollment Form. Former members must have their Reserve Component provide their Selected Reserve status to DEERS before access to the TRS Enrollment Form is available.) The Enrollment Information window opens.
3. On the Enrollment Information window, view, modify, and add the enrollment form information as necessary:

Field	Description
Member Information	
Date of Birth	Displays your date of birth from the Defense Enrollment Eligibility Reporting System (DEERS), which is the database of record. If the date of birth displayed is incorrect, contact your Service Personnel System to correct the information in DEERS.
Other Health Insurance	Select Yes if you have Other Health Insurance (other than TRICARE) as your primary insurance. Otherwise, select No (default).
Residential Address	These fields display your home address. If this address is incorrect, you can update it via the DMDC Address Update Web Application at https://www.dmdc.osd.mil/appj/address/index.jsp .
Mailing Address	These fields display your mailing address.
Same as Residential Address	Select this check box if your mailing address is the same as the above Residential Address.
Initial Premium Payment Method	
Check/Money Order	To pay your first premium by check, money order, or cashier's check, select this option button. Submit payment to the TRICARE regional contractor that will be printed on the form. (You can access a list of contractors and their addresses at http://www.tricare.osd.mil/reserve/reserveselect/TRS-purchasing.cfm . There is a link to this location at the bottom of the Enrollment Information window.)
VISA/MasterCard	To pay your first premium by VISA or MasterCard, select this option button and provide the credit card number and expiration date in the fields provided.
Dependents	If information about your dependents is incorrect, you can update the information at a RAPIDS Site. Locate the nearest RAPIDS Site at http://www.dmdc.osd.mil/rsl/ .
Include	Select the Include check box to print information for your dependent on the TRS Enrollment Form. When the check box is selected, a check mark appears in the box.
Name	Displays the dependent's name.

Association	Shows the relationship of the dependent to you as stored in DEERS, which is the database of record. If the association displayed is incorrect, contact your Service Personnel System to correct the information in DEERS. A family member can correct the information by visiting a RAPIDS workstation.
Address	If the dependent has the same address as yours, select Yes (default). Otherwise, select No.
Other Health Insurance	If the dependent has Other Health Insurance (other than TRICARE) as his or her primary insurance, select Yes. Otherwise, select No (default).

Note: To clear the fields and start again, click Reset.

4. Click Submit. A new window opens, displaying the TRS Enrollment Form in PDF format. The form contains the appropriate information about you and your dependents.
5. On the form window, click the printer button on the PDF toolbar to print the form.
6. Close the form window to return to the TRICARE Reserve Select Web Application.
7. Access the TRICARE Reserve Select Web Application to monitor the status of the agreement. When your Service Agreement is approved, send the completed TRS Enrollment Form and the first premium payment to the TRICARE regional contractor printed on the form.

6.0 Other Application Functions

6.1 Accessing Online Help

The online help system for the TRICARE Reserve Select Web Application allows you to view context-sensitive topics for each page of the application and for selected fields.

- To access page-level help, click Help in the upper right of the page.
- To access field-level help, click the appropriate field label.

For both, a new window opens, displaying the help topic for the selected page or field.

6.2 Viewing and Downloading User Manuals

The user manuals for the TRICARE Reserve Select Web Application contain all of the information in these online help pages. There is a user manual for RC members and one for TRS Verifying Officers, and both are available to view and download in PDF format.

To view a user manual:

1. Access the appropriate page of the TRICARE Reserve Select Web Application:
 - For the RC members' user manual, access the Entry page of the TRICARE Reserve Select Web Application. (See steps 1 and 2 of 2.1, "Logging On" on page 4.)

- For the TRS Verifying Officers' user manual, access the Welcome page. (You must log on as a TRS Verifying Officer to download the TRS Verifying Officers' user manual.)
2. Click the user manual link. A new window opens, displaying the user manual in PDF format.
 3. On the user manual window, click the buttons on the PDF toolbar to print or save the user manual, as necessary.
 4. Close the user manual window to return to the TRICARE Reserve Select Web Application.

6.3 Logging Off

When you have finished using the application, be sure to log off.

- In the menu bar at the upper right of any page, click Logout. The Entry page displays, allowing you to log on to the application again. For maximum security, close your browser.

Note: You are automatically logged off the application after a period of inactivity.

7.0 Resources

7.1 TRICARE Reserve Select Program Web Site

TRICARE maintains a web site that provides information about the TRICARE Reserve Select Program. Access the site at <http://www.tricare.osd.mil/reserve/reserveselect/index.cfm>.

7.2 Reserve Component Points of Contact

If you have questions about your eligibility for the TRS Program or if you need help processing DD Form 2895, "Agreement to Serve in the Selected Reserve for TRICARE Reserve Select," contact the appropriate Reserve Component representative. Access the Reserve Component Points of Contact list from the TRICARE Reserve Select Web Application Welcome screen by clicking the RC POC link, or access the list directly at <http://www.tricare.osd.mil/reserve/reserveselect/TRS-Poc.cfm>.